

**SUMMARY OF THE  
NELAC BOARD OF DIRECTORS MEETING  
MARCH 14, 2002**

The Board of Directors of the National Environmental Laboratory Accreditation Conference (NELAC) met by teleconference on March 14, 2002, at 12:00 p.m. Eastern Standard Time (EST). The meeting was lead by Chair Ms. Silky Labie of the Florida Department of Environmental Protection. The draft agenda for this meeting is shown in Attachment A, action items from the last meeting are shown in Attachment B, incomplete action items from past meetings are shown in Attachment C and a list of participants is shown in Attachment D. *The purpose of the meeting was to address items of importance as identified in the agenda.*

**INTRODUCTION**

Ms. Silky Labie commenced the meeting with the roll call of attendees.

**TOPICS OF DISCUSSION**

***Approval of Minutes***

Minutes of January 10 and February 14, 2002 – Both minutes are under further review with changes to be made by email within the committee. They will be re-examined at the next teleconference for final approval.

***Transition Committee Update***

Dr. Ken Jackson reported that the Program Policy & Structure and the Transition Committee held a joint face-to-face meeting in Dallas, Texas the first week of March, 2002. There was great progress made with regard to drafting the Constitution and Bylaws for the Standards Adoption Group. Proposed changes will be discussed at the next Program Policy & Structure teleconference, March 20, 2002. Both documents will then be sent to the Transition Committee for review during the March 27, 2002, teleconference. The finalized Constitution and Bylaws will be forwarded in early April 2002, to Ms. Jeanne Hankins for review and approval by the NELAC Board of Directors and presented for ratification at NELAC 8. Both committees unanimously agreed that the Standards Adoption Group should be known as “NELAC”. By retaining the NELAC name and by announcing the restructuring issue at NELAC 7i, An amendment of the existing NELAC Constitution and Bylaws, rather than creating new ones, is all that is required

If the restructure of NELAC is voted on and accepted at NELAC 8, it will not become effective for one year. It was noted that it would probably take a year for the committees to make the full transition. It was suggested that there would not be a standards voting session during NELAC 9, and that the frequency for adopting standards would go to every two years.

The Transition and Program Policy & Structure committees will continue to have joint teleconferences in preparation for NELAC 8. A three-hour joint committee session at NELAC 8 will be scheduled for presentation of the restructuring plan.

The members of the Board of Directors asked several questions about the restructure. It was clarified that no scribe service would be required for the Standards Development Group. Also, there will be no direct financial support from the EPA. It was also clarified that the Standards Adoption Group would receive the proposed standards from the Standards Development Group which will be forwarded to a proposed Standards Review Committee. This new committee will meet at the NELAC annual conference to review the proposed standards, make any recommendations, and present them for a vote at that NELAC conference.

### ***NELAP AAs Recommendation***

*Multiple Primary NELAP AA's Acceptance in Non-NELAP States* – Dr. Jackson raised the issue of how a Certificate is to be issued when there is split accreditation between multiple non-NELAP states. Currently, the accreditation certificate may list multiple accrediting authorities, however, traceability can only be done on one of the listed accrediting authorities. Ms. Hankins will investigate further and report back to the Board of Directors.

### ***AIHA Letter of February 1, 2002***

*Overlap of NELAC Standards with Environmental Lead Laboratory Accreditation Program (ELLAP)* - Ms. Labie presented a letter from Ms. Dawn Thomas, regarding insertion of American Industrial Hygiene Association (AIHA) language into the Quality Systems Appendix D on Asbestos. Currently, Quality Systems is developing this appendix for the NELAC Standards. There are some areas of overlap regarding air quality language between the NELAC Standards with ELLAP.

Ms. Thomas stated that some laboratories are concerned that there is a need for dual certification by both programs and recommended that language referring to the AIHA be included in the NELAC Standards. This letter requires a formal response by the Board of Directors.

### ***Membership and Outreach Update -Ed Kantor***

Mr. Edward Kantor reported that there had been two teleconferences held by the Membership and Outreach Committee. The general focus of the meetings had to do with creating a NELAC poster and handouts for the upcoming Environmental Council of the States (ECOS) Spring Meeting in early April 2002. Mr. Kantor summarized the contents of the NELAC poster. Ms. Labie requested that Ms. Aurora Shields, the primary NELAC contact with ECOS, work with the

Membership & Outreach Committee to determine what NELAC must do to be registered for the poster session. It was recommended that Ms. Shields make a request to attend the next Membership & Outreach Committee teleconference. The Board of Directors decided that space should be allocated on the NELAC poster for Proficiency Testing and Field Testing information. The Board of Directors should review and approve the poster content and design prior to presentation at the ECOS Spring Meeting. It was suggested and agreed that Ms. Shields ask Dr. Ronald Hammerschmidt, ECOS President, to review the poster and request his suggestions or comments.

### ***Proposed Meeting with OW***

Ms. Labie reported that the proficiency testing issues may be resolved if the Quality and Information Council (QIC) transfers it to NELAC. Therefore, she suggested postponing the request for a meeting with the Office of Water (OW) for at least one month and to wait for the QIC outcome.

### ***NELAC 8***

The NELAC 8 brochure is nearly finalized with only the information regarding the joint session by Program Policy & Structure and Transition Committees session to be added. Upon receipt of the information from the committees, Ms. Hankins will forward it to Ms. Labie.

### **OLD BUSINESS**

There was no old business to discuss.

### **NEW BUSINESS**

Dr. Kimsey will forward the letter regarding water quality monitoring to the Board of Directors.

The topic of the Accrediting Authorities recommendation for a small laboratory forum will be added to the agenda for discussion at the next teleconference of the Board of Directors.

### **ADJOURNMENT**

There being no further business, this meeting was adjourned

### **NEXT TELECONFERENCE**

The next teleconference for the Board of Directors is scheduled for Thursday, April 11, 2002, at 1:30 p.m., EST.

**NELAC BOARD OF DIRECTORS  
DRAFT AGENDA  
March 14, 2002  
1:30 - 3:00 PM EST**

1. Approval of Minutes of January 20 and February 14, 2002, Meetings \* - *Silky Labie*
2. Transition Committee Update - *Paul Kimsey*
3. NELAP AAs Recommendation - *Ken Jackson*
  - Multiple primary NELAP AAs acceptance in non-NELAP states
4. AIHA Letter of February 1, 2002 - *Silky Labie*
  - Overlap of NELAC standards with ELLAP
  - Insertion of AIHA language into Appendix D
5. Membership and Outreach Update -*Ed Kantor*
6. Proposed meeting with OW - *Silky Labie*
7. NELAC 8 – *Silky Labie*
8. Old Business
9. New Business

**ATTACHMENT B**

**NEW ACTION ITEMS  
NELAC BOARD OF DIRECTORS/CHAIRS  
MARCH 14, 2002**

<b>Item No.</b>	<b>Action</b>	<b>Status</b>
1	Review January 10 and February 14, 2002 minutes for approval (Board)	04/11/02
2	Investigate how to handle certificates for multiple primary accrediting authorities for non-NELAC states (Ms. Hankins)	ongoing
3	Formal response to AIHA letter (Ms. Labie)	ongoing

**ATTACHMENT C**

**ACTION ITEMS FROM PREVIOUS MEETINGS  
NELAC BOARD OF DIRECTORS  
MARCH 14, 2002**

<b>NO.</b>	<b>DATE OF MEETING</b>	<b>ACTION</b>	<b>STATUS</b>
6	05/04/00	The Membership and Outreach committee will draft a policy addressing the logistics of web-submitted issues: routing, response, etc.	Ongoing
42	02/08/01	Mr. Ed Kantor will follow-up with Membership and Outreach committee on Item No. 6 (05/04/2000).	Ongoing

**LIST OF PARTICIPANTS  
BOARD OF DIRECTORS MEETING  
MARCH 14, 2002**

<b>Name</b>	<b>Affiliation</b>	<b>Address</b>
Ms. Silky Labie Chair	FL Dept. of Envir. Protection	T: 850-488-2796 F: 850-922-4614 E: silky.labie@dep.state.fl.us
Dr. Charles Brokopp Past-Chair (absent)	UT Department of Health	T: 801-584-8406 F: 801-584-8486 E: cbrokopp@doh.state.ut.us
Dr. Paul Kimsey Chair-Elect	CA Department of Health Services	T: 510-307-8419 F: 510-412-5848 E: pkimsey@dhs.ca.gov
Ms. Jeanne Hankins Director	USEPA/ORD	T: 919-541-1120 F: 919-541-4261 E: hankins.jeanne@epamail.epa.gov
Mr. Ed Kantor Executive Secretary	USEPA/ORD	T: 702-798-2690 F: 702-798-2261 E: kantor.edward@epamail.epa.gov
Ms. Ann Marie Allen	MA Dept. of Environmental Protection	T: 978-682-5237 F: 978-688-0352 E: ann.marie.allen@state.ma.us
Mr. Wayne Davis	South Carolina Department of Health and Environmental Control	T: 803-896-0970 F: 803-896-0850 E: davisrw@columb36.dhec.state.sc.us
Mr. Thomas Maloney	USGS National Water Quality Laboratory	T: 303-236-3460 F: 303-236-3499 E: tmaloney@usgs.gov
Ms. Anne Rhyne (absent)	TX Natural Resource Conservation Comm.	T: 512-239-6830 F: 512-239-6410 E: arhyne@tnrcc.state.tx.us
Ms. Aurora Shields	KS Dept. of Health & Env.	T: 785-296-6198 F: 785-296-8068 E: ashields@kdhe.state.ks.us
Mr. Joe Slayton	USEPA/Region 3	T: 410-305-2653 F: 410-305-3095 E: slayton.joe@epamail.epa.gov
Mr. Ken Jackson (invited guest)	NY Environmental Laboratory Approval Program	T: 518-485-5570 F: 518-485-5568 E: jackson @wadsworth.org
Ms. Arlyn Brediger (Contractor Support)	Anteon Corporation, Las Vegas Technical Center	T: 702-731-4233 F: 702-731-4027 E: abrediger@anteon.com